

4/2014

CITY OF ANGELS  
ENGINEERING TECHNICIAN I/II  
\$41,150 to \$50,018 (I)  
\$47,445 to \$57,680 (II)

Nature of Work

Under supervision, performs a variety of paraprofessional office and field work related to the City's public works and community development departments, and does related work as required. This position will be assigned to the Engineering Department.

Distinguishing Characteristics

Engineering Technician I

This is the entry level class in the paraprofessional engineering technician series. This classification is assigned work which requires a general knowledge of civil engineering and assists with the more sensitive and technically difficult assignments under the supervision of the City Engineer or other supervisory staff.

Engineering Technician II

This is the journey level class in the paraprofessional series. Incumbents are expected to perform work requiring a considerable knowledge of civil engineering fundamentals, mapping, and engineering drafting methods and techniques under the general supervision of professional staff. Incumbents are also expected to perform difficult paraprofessional work for technical projects under the supervision of professional engineers.

Essential Job Functions:

- Reviews street construction plans, profiles, and specifications to determine accuracy, completeness, and compliance.
- Reviews and analyzes engineering documents and reports.
- Drafts plans, charts, maps, and specifications for City projects.
- Performs Construction Management and inspects various projects including roads and utilities.
- Investigates project site prior, during, and after construction.
- Researches existing technical data which may affect a project.
- Acts as point of contact for citizens, consultants, and/or contractors and assists in resolving complaints.
- Maintains records and maps on projects assigned.
- Prepares engineering reports and specifications
- Performs limited field surveying and related calculations.
- Issues routine permits.
- Conducts evaluations of pavement conditions.
- Performs related duties and fulfills responsibilities as required.

Desirable Qualifications

Knowledge of civil engineering fundamentals as they relate to assignments and public works including roads, utilities, and surveying; competence in computer drafting, GIS, or

Scada; algebra, trigonometry, physics, geology, basic surveying, drafting, and routine design.

Ability to perform paraprofessional technical work including report preparation: routine engineering design; preparation of specifications; establish and maintain data processing procedures; perform routine administrative tasks; verifying compliance with contracts, specifications and standards; perform routine surveying and calculations; field evaluations and sampling; understanding and carrying out oral and written instructions; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

### Training and Experience

#### Engineering Technician I

Equivalent to graduation from an accredited college or university with an Associate Degree majoring in Civil Engineering or a closely related area of study. Two years of related technical experience may be substituted for the college degree.

#### Engineering Technician II

Four years of related technical experience is required. Graduation from an accredited college or university with an Associate Degree in Civil Engineering or a closely related area of study can be substituted for two years of the related technical experience.

#### Physical Characteristics

Must be able to work in a standard office environment; use standard office equipment; physical ability to frequently stand and walk; sit or otherwise remain stationary at work post for long periods of time; mobility to transverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections; vision to read handwritten and printed material and a computer screen; hearing and speech to communicate in person and by telephone; ability to lift and carry items up to 75 lbs; willing to work in exposure to various weather conditions; constant contact with staff and public.

#### Other Requirements

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in the documents and may be required to have specific job-related knowledge and skills.

#### License

Possession of a valid California driver's license and a satisfactory driving record as determined by the City of Angels.

#### Other Duties

May be called on to assist in other departments of the City.